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ABSTRACT

This booklet contains national standards for apprentices in vending machine mechanics. The main topic of the booklet, Provisions of Standards, includes the following: definitions of terms used in the booklet, apprenticeship qualifications, a statement on equal opportunity employment, explanation of probation, hours of work, credit for previous experience, safety and health training, responsibilities of apprentices, related instruction, ratio of apprentices to journeymen, apprenticeship agreement, continuity of employment, resolving training problems, certificate of completion, local apprenticeship and training committee, consultants to the committee, registration information, apprentice wages, and modification of standards. Appendix A, work processes, lists the specific training skills that will be taught and how many hours will be spent on each for level 2 and 3 apprentices. Appendix B explains the recommended minimum apprentice wage scale. Sample agreements for apprentice and employer and for apprentice and joint apprenticeship committee are shown. Addresses are included for Bureau of Apprenticeship and Training Regional Offices and for the State and Territorial Apprenticeship Agencies. (CT)

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National Apprenticeship and Training Standards for Vending Machine Mechanics

U.S. Department of Labor
Ray Marshall, Secretary

Employment and Training Administration
Ernest G. Green
Assistant Secretary for Employment and Training

Bureau of Apprenticeship and Training
1978

ED164892

CE 019 129

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREFACE

The standards contained herein have these purposes: (a) Encouragement of careful selection of persons entering the trades covered by these standards; (b) Provision of an approved plan of training to equip selected applicants for profitable employment and status in the work force; (c) relation of the future supply of skilled workers to probable employment demands; (d) assurance to the employer of an adequate supply of skilled journeymen; and (e) provision to the public of the highest possible level of services, conforming to approved practices of safety and skill.

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PROVISIONS OF STANDARDS[1]

1. Definitions

a. *Standards* shall mean this entire document, including the attached trade schedules, wage schedule, program sponsor requirements, and instructional materials.

b. *Program Sponsor* shall mean an employer who employs one or more journeymen (fully trained and experienced vending mechanics) in a trade covered by these standards who subscribes to the terms and conditions prescribed by these standards.

c. *Apprentice* shall mean a person who is employed under an apprenticeship agreement to learn a skilled trade covered by these standards.

d. *Apprenticeship Agreement* shall mean a written agreement between the employer (program sponsor) and the apprentice (if a minor, the parent or guardian). The agreement shall be approved and signed by the program sponsor or committee and then registered with the registration agency.

e. *Committee* shall mean the National Automatic Merchandising Association (NAMA) Apprentice and Training Committee.

f. *Supervisor of Apprentices* means the individual (supervisor, or journeyman) appointed by the program sponsor to supervise and direct the training of apprentices on the job.

g. *Registration Agency* means the Bureau of Apprenticeship and Training, U.S. Department of Labor, or a State apprenticeship council recognized by and conforming to the standards established by the Bureau of Apprenticeship and Training.

2. Qualifications for Apprenticeship

a. The applicant must be at least 18 years of age.

b. Applicants shall be high school graduates or possess a certificate of equivalency.

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[1]Local application of these national apprenticeship and training standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and State apprenticeship agencies are available to advise on such standards.

c. Applicants must be physically fit to perform the work of the trade.

d. Any exceptions must be specific, clearly stated in the local program, and applied equally to all applicants.

e. Additional qualifications, such as those relating to education and aptitude testing, may be established by the National Automatic Merchandising Association (NAMA) apprenticeship committee with guidance from the NAMA educators advisory council. Such qualifications, however, must also be specific, related to job performance, and clearly stated in local programs.

3. Equal Employment Opportunity

A local program sponsor employing fewer than five apprentices will be required only to include the equal opportunity pledge in the program:

> The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. Local program sponsors will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

In addition to the equal opportunity pledge, each local program sponsor employing five or more apprentices will be required to adopt apprentice selection procedures and an affirmative action plan, which shall include goals and timetables for the selection and employment of minorities and women (minority and nonminority), if a written analysis indicates underutilization of minorities and women.

4. Term of Apprenticeship

The terms of apprenticeship for each trade approved under these standards shall be shown in the respective appendixes to these standards.

5. Probationary Period

a. The first 1,000 hours of the apprenticeship term shall be a probationary period.

(1) During the probationary period the apprenticeship may be terminated without cause by either party to

the agreement, with written notice to the registration agency.

(2) After probationary period, the apprenticeship agreement may be suspended, cancelled, or terminated for good cause with due notice to the apprentice and a reasonable opportunity for corrective action and with written notice to the apprentice and the registration agency of the final action taken.

6. Hours of Work

The hours of work for apprentices shall be the same as those for journeymen in the trade and shall conform to all applicable laws and regulations.

No apprentice shall be allowed to work overtime if it interferes with attendance at related technical instruction classes. Apprentices absent from the service of the employer through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

7. Credit for Previous Experience

a. An apprentice claiming previous experience in the trade shall be required to furnish the sponsor substantial evidence of such employment.

(1) Applicants shall submit a letter from the firm or firms where they were employed, on the firm's letterhead, stating the dates of employment and type of work performed.

(2) Where applicants have been under the supervision of other sponsor or apprenticeship committees, they shall furnish a record of their previous related instruction subjects and work experience relative to the trade.

b. Applicants accepted for apprenticeship who have been employed in the trade as apprentices, or in some other capacity, shall be granted advanced standing as apprentices, commensurate with their past experience after their record has been checked and evaluated by the sponsor.

c. The sponsor shall require the applicant to take an examination that will cover practical experience and related instruction subjects.

d. Applicants awarded advanced standing shall be paid upon entrance the wage rate of the period in which they are placed.

8. Safety and Health Training

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

9. Responsibilities of Apprentices

The sponsor shall impress upon apprentices that in signing the apprenticeship agreement they voluntarily agree to abide by the provisions of the apprenticeship program and assume the following responsibilities and obligations imposed upon them by the apprenticeship program:

a. To perform diligently and faithfully the work of the trade and duties assigned by the employer, supervisor, or journeyman in accordance with the provisions of the local program.

b. To respect the property of the customer, employer, journeyman, and coworkers and abide by the working rules and regulations of the employer and the committee.

c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade.

d. To maintain such records of work experience and related instructions as may be required by the sponsor.

e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety, as well as that of their coworkers.

f. To work with the person(s) to whom assigned.

10. Related Instruction

a. Apprentices shall enroll in and attend related theoretical instruction classes for not fewer than the number of hours stipulated for the trade they are learning. A minimum of 144 hours of related instruction each year of the apprenticeship is normally considered necessary. If such classes are not available, practical, or economically feasible the sponsor shall substitute other trade, industry, or correspondence study of equivalent value to meet the needs of the individual apprentice for related technical information and theory. It is understood that the sequence of training experience will be governed by the flow of work in the plant or job.

b. It is recommended that related instruction be limited to apprentices who have executed an apprenticeship agreement and are actually employed as indentured apprentices in the trade.

c. Apprentices shall be expected to exercise the same diligence in their related instruction as they do in their work on the job. The determination by the sponsor of an apprentice's progress and fitness for the trade shall be based, in part, on the proficiency shown in the subject covered in the related instruction as well as performance on the job.

d. In cases of failure on the part of apprentices to fulfill their obligations with respect to the related instruction attendance or deportment, the sponsor may withhold their periodic wage advancements, suspend their employment, or terminate their apprenticeship agreements.

e. Time spent in related instruction shall not be considered as hours of work and the apprentice shall not be paid for time so spent unless related study is required during regular hours of work.

f. All excuses for having missed related instruction classes shall be made to the sponsor in writing.

g. The apprentice will be required to attend such additional specialized related instruction or supplemental training as may be specified by the sponsor.

11. Ratio of Apprentices to Journeymen

No more apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the trade.

a. To insure proper training, the number of apprentices shall not exceed one to every three journeymen regularly employed at the trade, except

b. Sponsors employing at least one but less than three journeymen would be allowed one apprentice to the trade.

12. Apprenticeship Agreement[2]

Each apprentice shall be covered by a written apprenticeship agreement with the employer and registered with the appropriate registration agency.

The agreement entered into under these standards shall contain a provision making the terms and conditions of the standards a part thereof. For this reason apprentices, their parents or guardians (where required), and employers shall be given an opportunity to read the standards.

13. Continuity of Employment

Apprentices shall be given continuous employment insofar as possible. In the event of reduction in force, all furloughed apprentices will be given the opportunity to return to their apprenticeship before new apprentices are hired.

14. Adjusting Differences

In cases of dissatisfaction between the employer and the apprentice concerning training, either party has the right and privilege to consult with the registration agency for an interpretation of any provision in the standards over which differences occur.

15. Certificate of Completion

After an apprentice has satisfactorily completed the requirements of apprenticeship as established in these standards, the program sponsor shall notify the registration

[2]Some agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the State apprenticeship agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

agency requesting that a certificate of completion of apprenticeship be issued.

16. Local Apprenticeship and Training Committee

A local advisory or administrative apprenticeship and training committee may be formed where conditions and circumstances warrant. Representatives of the U.S. Department of Labor, Bureau of Apprenticeship and Training, State apprenticeship agencies, and the NAMA may be called upon for advice or assistance in the formulation and operation of a local apprenticeship program. The duties and responsibilities of a locally established joint apprenticeship and training council (JATC) will be determined by the JATC members in conformance with guidelines established by NAMA and the Department of Labor, Bureau of Apprenticeship and Training, and shall be included in the local apprenticeship standards for registration with the appropriate registration agency, that is, BAT/SAC.

17. Consultants to the Committee

The following may be requested to designate a representative to serve as consultant to the committee:

a. National Automatic Merchandising Association (NAMA)

b. Bureau of Apprenticeship and Training, U.S. Department of Labor

c. Local public school authorities for trade and industrial education

d. Local branch of the State employment service

e. State Apprenticeship Council (where such recognized State agency exists).

Consultants may be asked to participate, without vote, in conferences on special problems related to apprenticeship that affect the agency or organization they represent.

18. Registration

Before becoming operative, all local apprenticeship programs developed, using these national standards of apprenticeship as a guide, must have the official approval of the employer (and the union where applicable) and be registered with the appropriate registration agency. The name,

address, social security number, and veteran status of all apprentices and all apprentice cancellations, terminations, suspensions, and completions shall be reported to the appropriate registration agency.

19. Apprentice Wages

A progressively increasing schedule of wages to be paid apprentices on satisfactory progress shall be included in the appendixes for the trade.

a. Nothing in this program shall be construed as preventing the employer from granting reasonable advancement ahead of schedule to apprentices who have demonstrated unusual progress.

b. The employer should ascertain if any of the activities are covered by the Fair Labor Standards Act. Employees in covered activities, including apprentices, must be paid time and one-half for all hours worked over 40 a week.

c. Any modification of wage progression or journeyman's wage shall be promptly submitted to the registration agency.

20. Modification of Standards

Requests for modification of the national standards to meet special local requirements may be made at any time. Local apprenticeship committees, where they exist, or other involved parties may submit fully defined modifications to the apprenticeship and training committee for approval. No modifications or changes shall affect apprenticeship agreements in effect without the consent of the apprentices. All amendments to the local program shall be registered with the appropriate registration agency.

APPENDIX A
WORK PROCESSES

Level III Apprentice

		Hours
1.	Use of tools and equipment	40
2.	Basic soldering techniques	40
3.	Moving vendors properly	40
4.	Connection to the water supply	20
5.	Connection to the power supply	20
6.	Machine loading and operation	80
7.	Machine adjustments	40
8.	Coin mechanisms	40
9.	Lighting components	40
10.	Product identification signs	40
11.	Malfunction corrections	160
12.	Icemaker sanitation	80
13.	Sanitation practices for the vending mechanic	80
14.	Vending safety procedures	40
15.	Electrical safety	40
16.	Pressurized gas cylinders	40
17.	Vehicle safety	20
18.	General safety	20
19.	Security practices for the vending mechanic	40
20.	Trade terminology	40
	Total hours	960

6 MONTHS (minimum completion time)

Level II Apprentice

Level II mechanics should meet all of the requirements for Level III mechanics. Furthermore, they should be able to apply in both shop and field the Level III knowledge and the additional knowledge outlined in this standard with a minimum of assistance or supervision.

1. *Use of test devices and equipment.* The Level II mechanic should understand the function of and be able to use these test devices correctly and safely in the shop and field:

		Hours
A.	Continuity light	10
B.	Voltohmmeter	80
C.	Ammeter	10
D.	Changer tester and test stands	80
E.	Special test lines	80
F.	Water test equipment	10
G.	Coffee hydrometer	10
H.	Built-in test equipment	20
	Total	300

2. *Knowledge of machine systems.* The Level II mechanic should understand the theory and function of each of these vending machine systems, their component parts, and the adjustments necessary for optimum operation. The mechanic should, with supervisory assistance, be able to diagnose and repair the following systems:

		Hours
A.	Water supply and carbonation	100
B.	Icemaker systems	200
C.	Syrup systems	50
D.	Refrigeration systems	600
E.	Hot beverage systems	200
F.	Coin mechanisms and pricing	200
G.	Other systems	100
	Total	1,450

3. *Electrical knowledge.* In addition to a demonstrated ability to use electrical test equipment properly, the Level II mechanic should be able to read and use:

		Hours
A.	Schematics	300
B.	Wiring diagrams	100
C.	Pictorial drawings	10
D.	Special instructions in machines	30
E.	OHM's law	30
	Total	470

4. *Diagnosis of malfunctions.* The Level II mechanic should be able, in the field and shop, to diagnose and isolate all types of mechanical and electrical malfunctions in vending machines and coin and currency changers other than those specialized tasks shown in the Level I mechanic standards:

		Hours
A.	3-in-1 coin mechanism	50
B.	Single price coin changers	300
C.	Cigarette machines	100
D.	Hot beverage machines	300
E.	Cold drink machines	300
F.	Icemakers	100
G.	General merchandisers	200
	Total	1,350

5. *Major machines.* The Level II mechanic should be able to maintain all types of vending machines and component parts through:

		Hours
A.	Disassembly and inspection	200
B.	Cleaning and repairing	200
C.	Reassembly	200
D.	Testing and sanitizing	150
E.	Ordering repair parts	150
	Total	900

6. *Record keeping and administration.*

		Hours
A.	Maintenance of vehicle records	10
B.	Use of service call records	50
	Total	60

7. *Safety.* The Level II mechanic should have a basic understanding of industrial safety and the security of company property in these areas:

		Hours
A.	Electrical safety	100
B.	Pressurized gas cylinders	100
C.	Vehicle safety	100
D.	General safety	100
	Total	400

8. *Security.*

		Hours
A.	Locks and keys	50
B.	Shop, vehicle, location security	100
	Total	150

This program is based on a minimum completion time of 3 years' combined on-the-job training and classroom instruction.

APPENDIX B
RECOMMENDED MINIMUM APPRENTICE WAGE SCALE

All apprentices under the local standards will be paid a specific progressively increasing wage. Wage scales covered by this policy will be determined by each employer.

As the local standards for each employer are submitted to the registration agency for registration, a minimum wage scale will be included for each trade classification, covering the periods of the term of apprenticeship. The wage scale must comply with State and Federal requirements.

It is recommended that the wage increases be scheduled at 1,000-hour intervals.

Before an apprentice is advanced to the next period of training of journeyman status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance on the job and in related instruction classes.

The program sponsor may advance the apprentice from one level to another more or less quickly. The apprentice's wage will increase or remain stationary in accordance with the skill level at which the apprentice is working.

1,000 hours = 6 months
6,000 hours = 3 years

Rates of pay (suggested):

Hours	Percent of journeyman's pay
1st 1,000	50
2nd 1,000	60
3rd 1,000	70
4th 1,000	75
5th 1,000	80
6th 1,000	90

Upon the apprentice's completion of the term of apprenticeship and certification, the full journeyman's rate will be paid.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT
BETWEEN
APPRENTICE AND EMPLOYER

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974 P.L. 93-579

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29 Code of Federal Regulations, Part 30, and in accordance with the terms and conditions of the *(Name of Apprenticeship Standards)* which are made a part of this agreement.

The apprentice agrees to be diligent and faithful in learning the trade in accordance with this agreement.

This AGREEMENT may be terminated by mutual consent of the parties, citing reason(s), with notification to the Registration Agency.

NAME OF APPRENTICE *(Type or Print)*

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

SIGNATURE OF PARENT OR GUARDIAN

NAME OF EMPLOYER AND ADDRESS *(Company)*

SIGNATURE OF AUTHORIZED COMPANY OFFICIAL

APPROVED BY JOINT APPRENTICESHIP COMMITTEE

SIGNATURE OF CHAIRPERSON OR SECRETARY | DATE

REGISTERED BY *(Name of Registration Agency)*

TRAINING DATA

Trade	Apprenticeship Term
Probationary Period	Credit for previous experience
Term remaining	Date apprenticeship begins

TO BE COMPLETED BY THE APPRENTICE

DATE OF BIRTH *(Month, Day, Year)* ►

SEX *(Check one)* ► ☐ Male ☐ Female

RACE/ETHNIC GROUP *(Check one)* ►
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL *(Check one)* ►
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE OF AUTHORIZED OFFICIAL | DATE *(Mo., Day, Yr.)*

GPO 000-000

ETA 6-718
Jan. 1976

U.S. DEPARTMENT OF LABOR • Employment and Training Administration
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT BETWEEN APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE

CHECK APPROPRIATE BOX

☐ Vietnam-era Veteran ☐ Other Veteran ☐ Nonveteran

PRIVACY ACT STATEMENT

The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.

Privacy Act of 1974: P.L. 93-579

THIS AGREEMENT, entered into this (date) ..... day of ..... 19 .....

between the parties to (Name of local apprenticeship standards) .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of Apprentice) ....., born (Month, Day, Year) .....

..... hereinafter referred to as the APPRENTICE, and (if a minor) (Name of parent or guardian) ....., hereinafter referred to as the GUARDIAN.

WITNESSETH THAT

The Committee agrees to be responsible for the selection, placement, and training of said apprentice in the trade of .....

as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

This AGREEMENT may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS (Number, Street, City, State, ZIP Code)

SIGNATURE OF PARENT OR GUARDIAN

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, CHAIRPERSON

SIGNATURE OF JOINT APPRENTICESHIP COMMITTEE, SECRETARY

NAME OF REGISTRATION AGENCY

TRAINING DATA

APPRENTICESHIP TERM	PROBATIONARY PERIOD
CREDIT (For previous trade experience)	TERM REMAINING

TO BE COMPLETED BY THE APPRENTICE

SEX (Check one): ☐ Male ☐ Female

RACE/ETHNIC GROUP (Check one):
☐ Caucasian/White
☐ Negro/Black
☐ Oriental
☐ American Indian
☐ Spanish American
☐ Information Not Available
☐ Not Elsewhere Classified

HIGHEST EDUCATION LEVEL (Check one):
☐ 8th grade or less
☐ 9th grade or more
☐ 12th grade or more

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

DATE (Month, Day, Year)

GPO 905-886

ETA 8-111
Jan. 1978

BUREAU OF APPRENTICESHIP AND TRAINING REGIONAL OFFICES

Location	States Served	
Region I Government Center JFK Federal Bldg. Room 1001 Boston, Massachusetts 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway Room 3731 New York, New York 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III 3535 Market St. Room 13240 Gateway Building Philadelphia, Pennsylvania 19104	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree St., NE Room 700 Atlanta, Georgia 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Column 5 - 7th Floor 230 South Dearborn Chicago, Illinois 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
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Region VIII Room 476 U.S. Custom House 721 19th St. Denver, Colorado 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX Room 344 211 Main St. San Francisco, California 94105	Arizona California	Hawaii Nevada
Region X 8014 Federal Office Bldg. 909 First Ave. Seattle, Washington 98174	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz. 85005

Division of Apprenticeship Standards
Department of Industrial Relations
Room 3230
455 Golden Gate Avenue
San Francisco, Calif. 94102

Colorado Apprenticeship Council
State Centennial Building
1313 Sherman Street, Room 314
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
State Office Building, 6th Floor
Wilmington, Del. 19801

District of Columbia Apprenticeship Council
605 G Street, NW., Room 202
Washington, D.C. 20001

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee, Fla. 32301

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprenticeship Section
Kansas Department of Human Resources
610 West 10th - 2nd Floor
Topeka, Kans. 66612

Kentucky State Apprenticeship Council
3901 Atkinson Square
Louisville, Ky. 40218

Division of Apprenticeship
Department of Labor
1045 Land and Natural Resources Building
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street, Room 1108
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
Leverett Saltonstall Building
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Building, 5th Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
35 South Last Chance Gulch
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capital Complex
501 E. King Street, Room 601
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
1 Pillsbury Street
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
Suite 212
2340 Menaul, NE.
Albuquerque, N. Mex. 87107

Bureau of Apprentice Training
Department of Labor
The Campus Building No. 12
Room 428
Albany, N.Y. 12240

Division of Apprenticeship Training
Department of Labor
P.O. Box 27407
Raleigh, N.C. 27611

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue, Room 2250
Columbus, Ohio 43264

Apprenticeship and Training Division
State Office Building, Room 486
1400 SW Fifth Street
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council
Labor and Industry Bldg., Room 1547
7th and Forster Streets
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
P.O. Box 4452
San Juan, P.R. 00936

Rhode Island Apprenticeship Council
Department of Labor
220 Elmwood Avenue
Providence, R.I. 02907

Utah Apprenticeship Council
#28 East 2100 South, Suite 104
Salt Lake City, Utah 84115

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 12064
205 North Fourth Street
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprentice Division
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 7946
Madison, Wis. 53707

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United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program in accordance with the standards recommended by the

Federal Committee on Apprenticeship

Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

1961 The National Apprenticeship Program 40th Year 1977

This is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the
Federal Committee on Apprenticeship